



COMMONWEALTH *of* VIRGINIA

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MEMORANDUM

TO: Heads of Executive Branch Agencies & Institutions of Higher Education
Agency Information Technology Resources (AITRs)

FROM: Lemuel C. Stewart, Jr., CIO of the Commonwealth

SUBJECT: Clarification of Review Process of Projects Proposed Under the Public-Private Educational Facilities and Infrastructure Act of 2002

The Public-Private Educational Facilities and Infrastructure Act of 2002 (referred to in brief as PPEA) provides the opportunity for state agencies and institutions to consider solicited and unsolicited proposals for innovative approaches to fund and develop a wide range of facility and infrastructure projects, including those dealing with technology.

The PPEA defines "technology infrastructure" qualifying projects as including, but not limited to, telecommunications, automated data processing, word processing and management information systems, and related information, equipment, goods and services. PPEA technology infrastructure projects are considered "major information technology (IT) projects" - those projects that are mission critical to an agency, have statewide application, or a total estimated IT cost of more than \$1 million.

The Virginia Information Technologies Agency (VITA) anticipates that it will receive the bulk of unsolicited PPEA proposals related to technology infrastructure. However, when an agency issues a technology infrastructure PPEA solicitation or accepts an unsolicited technology infrastructure PPEA proposal, such solicitations and proposals are subject to the review and approval by the CIO of the Commonwealth and the Information Technology Investment Board. The table below summarizes the sequencing of actions for the review and approval of PPEA proposals.

If you believe that the technology component of a PPEA proposal does not meet the criteria for a major IT project, you may request the CIO of the Commonwealth make such a determination at the time the RFP (for solicited proposals) or the Major Project Planning Approval request (for unsolicited proposals) is submitted.

Model procedures have been developed by the Governor's Office to help both businesses and public bodies in Virginia forge these agreements. To view these procedures, as well as the complete text of the legislation, visit:

<http://www.administration.virginia.gov/Services/Vendors/PPEIA.cfm>.

For detailed information on procedures for submission of technology infrastructure projects to the CIO of the Commonwealth, please refer to the Project Management Standard, on the VITA Website: <http://www.vita.virginia.gov/docs/psg.cfm>.

For questions or additional information, contact Mike Sandridge, at the VITA Project Management Division, at Michael.Sandridge@vita.virginia.gov or 804-371-2762.

Relationship of CIO & IT Investment Board Review/Approval Requirements to Processes under PPEA

CIO/ITIB Review & Approval Requirement	Related PPEA Process Step
Major Project Planning Approval —An Agency IT Strategic Plan Amendment Request, defining the PPEA project, has been submitted to and approved by the CIO.	Occurs before the agency enters into an Interim Agreement (IA) or initiates final negotiation of a Comprehensive Agreement.
Major Project Development Approval —The detailed Project Proposal and Project Charter have been recommended by the VITA Project Management Division and the appropriate oversight committee, and approved by the CIO and ITIB.	Normally occurs after a Comprehensive Agreement (CA) has been negotiated and before submission to the Governor. May occur during the period of an Interim Agreement (IA), when applicable.
Major Project Procurement Approval —The PPEA RFP has been reviewed and recommended by the VITA Project Management Division and Supply Chain Management Directorate, and approved by the CIO.	For Solicited Proposals—occurs before release of a PPEA RFP. For Unsolicited Proposals—not applicable to PPEA.
Major Project Contract Approval —The prepared contract has been reviewed and recommended by the VITA Project Management Division and Supply Chain Management Directorate, and approved by the CIO.	Occurs after a Comprehensive Agreement (CA) has been negotiated and before submission to the Governor.

cc: Information Technology Investment Board Members